



ASST PROGRAM DIRECTOR-FINANCE

Classification Specification

ESSENTIAL DUTIES:

- Individual positions may be responsible for some or all of the listed duties and/or other related duties
- Plan, direct, and coordinate, the statewide financial needs of the Agency
- Prepare financial and regulatory reports required by State and Federal laws
- Responsible for the functional areas of finance, including budget planning, capital planning, accounting, payroll, and procurement
- Advises and consults with the Superintendent on relevant issues

KNOWLEDGE OF:

- Policies, procedures, and programs of the immediate work unit
- Principles and practices of administration and management
- Agency or program rules, regulations, and operating procedures
- Concepts and practices of government accounting, budgeting, and fiscal management systems
- Capitol planning, accounting, payroll, procurement, leasing, and risk management
- Business and management principles involving strategic planning, resources allocation, production methods, and coordination of people and resources

SKILLED IN:

- Strategic planning
- Motivating, developing, and directing people
- Time management
- Judgment and decision making
- Public speaking

ABILITY TO:

- Communicate information and ideas effectively so that others will understand
- Plan, facilitate, and implement action
- Produce clear and concise reports

SPECIAL CONDITIONS/REQUIREMENTS:

- Must be able to pass FBI and State background check
- Defensive Driver Training Program to be completed by all agency personnel that drive on State business
- Master's degree in accounting, finance, or business management with experience in one or more areas
- Must pass beginning sign language course

Class Title: Asst Program Director Finance

Occupational Group: Administrative/Agency

Job Code: GSD40007

EEO Code: 1

Class Code: 280

Pay Grade: 35

FLSA: E

Revision date: 1/3/2008

Superintendent Signature/Date
